



United States  
Department of  
Agriculture

Agricultural  
Marketing  
Service

STOP 0249 – Room 2092-S  
1400 Independence Avenue, SW.  
Washington, DC 20250-0249

**February 2003**

**NOTICE TO THE TRADE**

**ANNUAL INDUSTRY CONFERENCE**

**FOR CONTRACTORS AND SUPPLIERS IN USDA'S MEAT PURCHASE PROGRAMS**

The Livestock and Seed (LS) Program of the Agricultural Marketing Service (AMS) invites current and potential contractors, meat suppliers, and other interested parties to participate in the annual conference for the AMS commodity purchase and distribution program for red meat and fish items. Activities include a Technical Documentation Workshop, Processors Forum, and the General Industry Session.

The dates and location of the conferences are as follows:

**When:                    Wednesday, April 30, 2003**  
**8:00 a.m. to 3:00 p.m. -- Technical Documentation Workshop**  
**3:30 p.m. to 5:30 p.m. -- Processors Forum**

**Thursday, May 1, 2003**  
**7:30 a.m. – 3:15 p.m. -- General Industry Session**

**Where:                Hilton Kansas City Airport**  
**8801 N.W. 112<sup>th</sup> Street**  
**Kansas City, Missouri 64153**  
**Phone: (816) 891-8900**

**Registration Information:**

Pre-registration for the conference is requested. Please return the attached form by April 11, 2003. We invite you to submit questions and comments in advance, so time can be allocated for discussion. If you would like additional information, please call Sue Olson or Dorothy Borja on (202) 720-2650.

Shuttle service is available from the airport. Lodging is \$79 plus tax per night. A breakfast buffet will be available in the hotel restaurant. Participants must make their own lodging arrangements.

**General Industry Session -- May 1, 2003**

The General Industry Session provides current and potential contractors, meat suppliers, and other interested parties the opportunity to receive information on specification updates, certification issues, and other purchase program initiatives planned for the upcoming school year. AMS personnel will be available throughout the conferences to answer questions on the purchase programs.

**Technical Documentation Workshop:**

The workshop will include training on process control and proper preparation of technical documentation to assist red meat and fish suppliers in preparing written technical proposals required to participate in Federal food and nutrition program purchases. Increasingly, LS Program procurement systems require the submission of technical proposals for approval prior to submitting cost offers. The workshop will include discussions of various statistical process control tools that measure the capability of a process to supply product that complies with specification requirements and preparing detailed documentation of production processes.

The targeted workshop audience is quality assurance personnel or production managers who are or may be responsible for developing technical proposals, quality control manuals, or processing steps for product destined to LS Program purchases. The workshop would also benefit other personnel who are involved in the production or contracting process.

**Processors Forum**

The Processors Forum is a roundtable discussion for those meat processors who further process AMS commodity products for schools, institutions, and other food and nutrition programs. Participants will be afforded an opportunity to discuss processing issues and LS Program purchases. Meat processing firms are encouraged make this opportunity available to one or more of their key processing managers.

We value your participation and look forward to your attendance at the conference.

<u>/s/ William Sessions</u>	<u>2/14/03</u>
Associate Deputy Administrator	Date
Livestock and Seed Program	

Attachments

## REGISTRATION FORM

### ANNUAL LIVESTOCK AND SEED PROGRAM INDUSTRY CONFERENCE

**Hilton Kansas City Airport  
8801 N.W. 112<sup>th</sup> Street  
KANSAS CITY, MISSOURI 64153**

*For lodging reservations, call (816) 891-8900 and request Livestock and Seed Conference rate.*

SPONSORED BY USDA's AGRICULTURAL MARKETING SERVICE

Fax this registration form to Dorothy Borja at: (202) 720-9538 by April 11, 2003

COMPANY NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_

To assist us in our planning of conference facilities, please indicate the session(s) that you or company's representatives plan to attend.

Name of Person Attending	Technical Documentation Workshop (April 30, 2003--8:00 a.m. to 3:00 p.m.)	Processors Forum (April 30, 2003--3:30 p.m. to 5:30 p.m.)	General Industry Session (May 1, 2003--7:30 a.m. to 3:15 p.m.)

Questions/Comments for discussion:

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# Hilton Kansas City Airport

## NORTH

Take I-29 South to Exit #12 (112th Street).  
Turn left, go under the highway. Turn right into the parking lot.

## SOUTH

Take I-35 North to I-29 North to Exit #12 (112th Street).  
Turn right, then turn right into the parking lot.

## EAST

Take I-70 West to I-435 North. Follow I-435 North to KCI Airport Exit.  
Stay in the left lane on the KCI Airport Exit.  
Turn left at Ambassador Drive to 112th Street.  
Go through the intersection at 112th Street,  
Then turn right into the parking lot.

## WEST

Take I-70 East to I-35 North to I-29 North, Exit #12 (112th Street).  
Turn right on Ambassador, then turn right into the parking lot.